Following is a step-by-step guide on how to access Census and American Community Survey data. This document is intended to help you obtain demographic data that can be used to demonstrate compliance with Title VI of the Civil Rights Act; specifically race/ethnicity and language data. There are several methods by which you can obtain this data. This method is not required or mandatory and is only intended to assist if you are not familiar with the US Census Bureau site.

1) Go to Data.census.gov

2) Enter **P9** into the Explore Census Data search bar and click on the "P9: HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE" option. This will provide data on race and ethnicity.
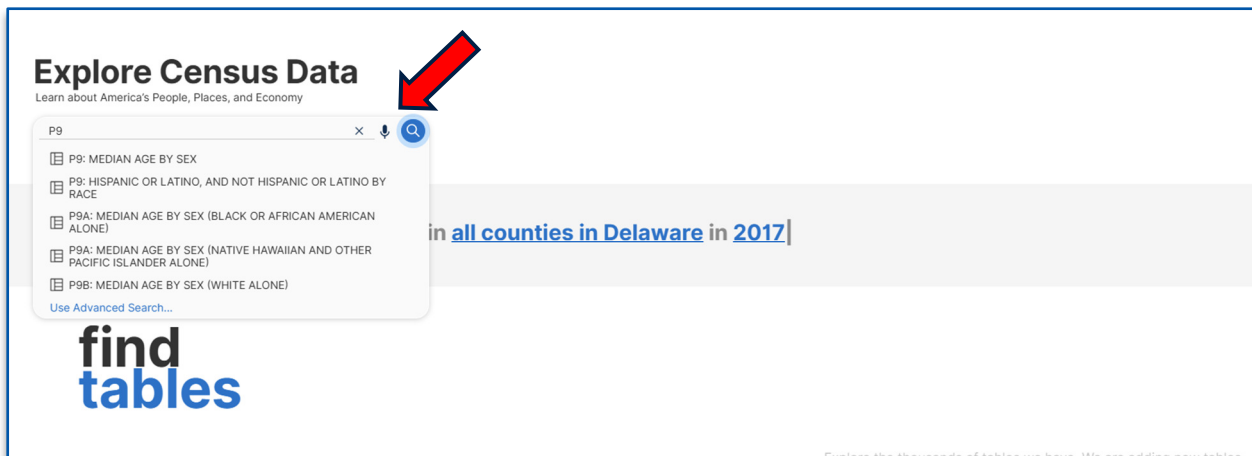
3) Filter to find the appropriate area. The appropriate area can differ depending on your purpose but going to at least tract level is generally recommended. A graphic showing the various geographies is provided as an attachment at the end of this document, for your reference.

Click on the Filters box at the top left-hand corner and then click on Census Tract in the menu that will appear along the left-hand side.

4) Use the drop-down menus to navigate to your county. Then select **All Census Tracts Within X County, Texas.** Next you can minimize the menu to see your data using the double arrows. *Note that if you already know what specific tracts make up your city or town, you can select only those*.

5) Depending on where you are in the state, this data set may be very large. At this point, you can do a couple things.

a. You can download the data to an Excel, CSV, or Zip file using the **Download** icon in the top center. This data can be formatted to be attached to a document or linked.
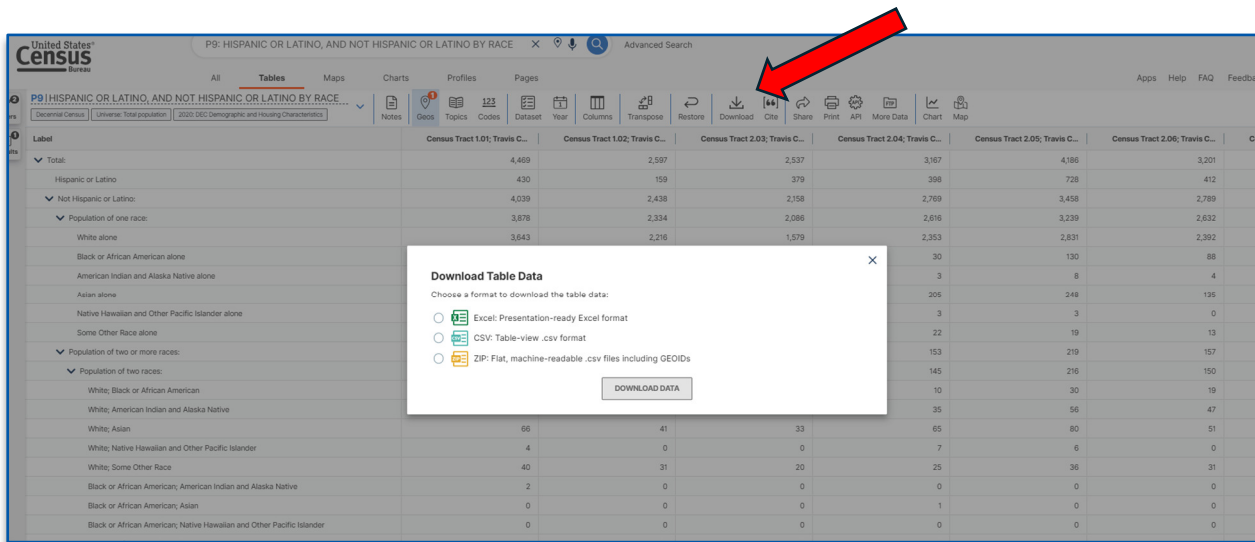
b. You can see this in Map form by clicking on the Maps option. The map will show where different tracts are located so you can cross reference the data to the location it is associated with. The map view will also allow you to see which tracts make up your city or town. Make note of these numbers so that you can navigate directly to those tracts the next time you need data.

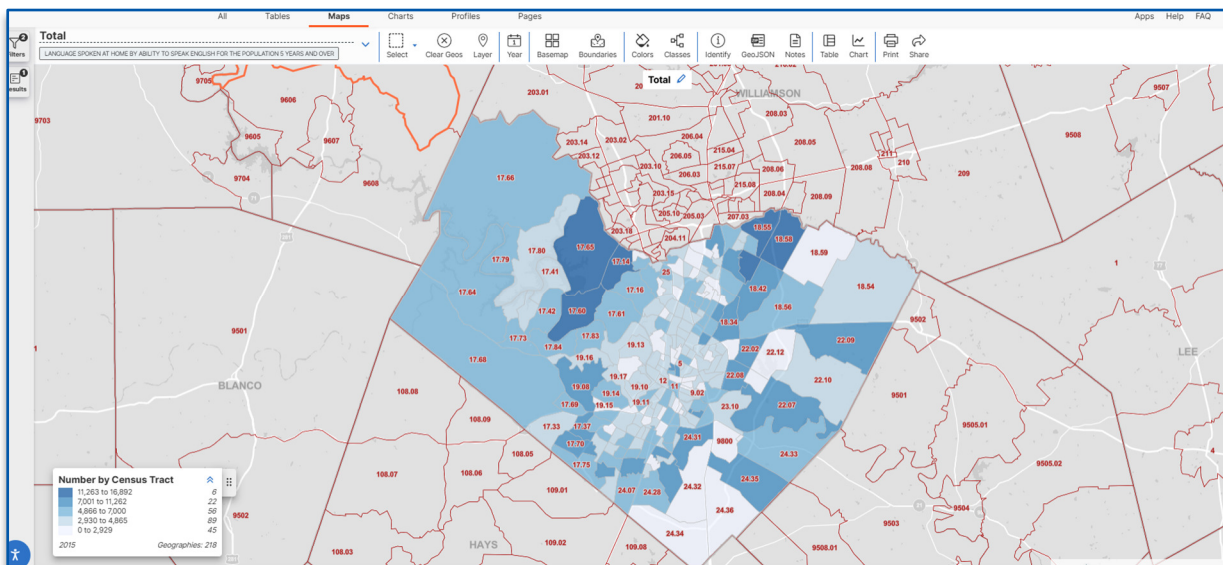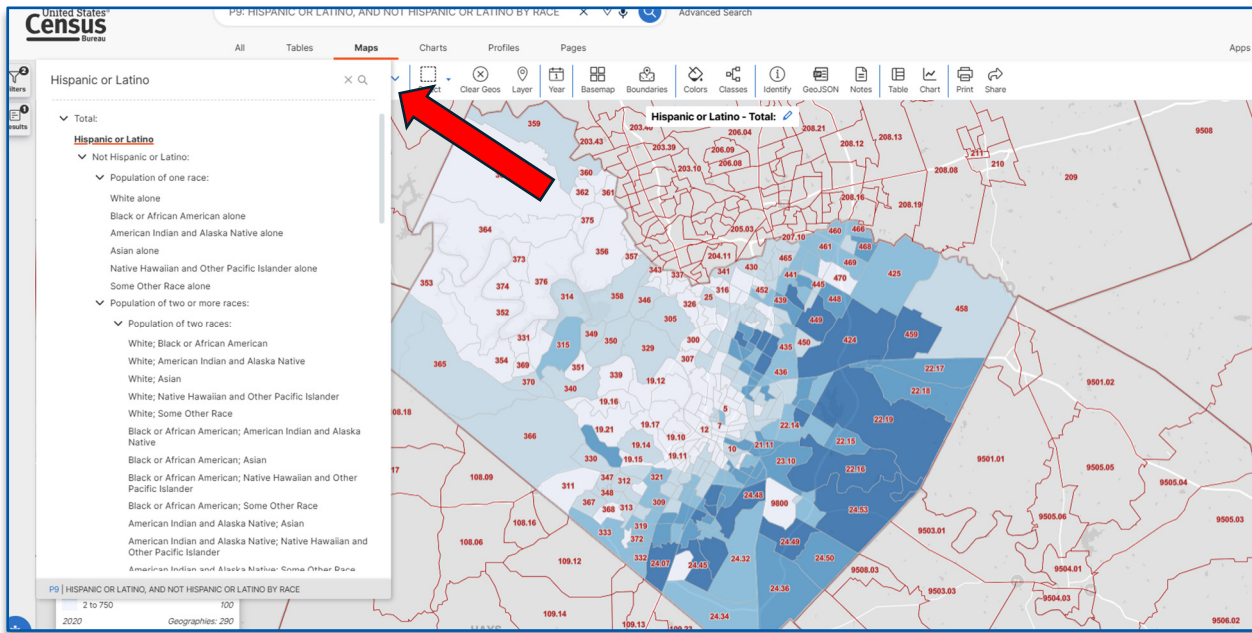c. You can also change the map view to show different data points by clicking on the down arrow near the top left. This will allow you to see each of the various race categories (White alone, Asian alone, Black;Asian, etc) on the map. The darker the color of the tract on the map, the higher number of persons of that race category are present.

6) After race/ethnicity data has been obtained you will need data on languages spoken in the area. You can do this by repeating step 2 through 5, but rather than entering P9, enter **B16001** (Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over).

For the purposes of Title VI compliance, focus on the lines that give the number of persons that **Speak English less than "very well"**. This is the number of persons that speak a language other English and have limited English proficiency. If this number either 5% of the population or 1,000 people (whichever is less), than it is highly recommended to translate "vital documents" for this area, per DOJ Safe Harbor provisions .

<u>Optional Step</u>

7) While in the map view you may also click on individual tracts. Click on a tract and a white box will pop up showing the tract number, population, and an option to **View Profile.**
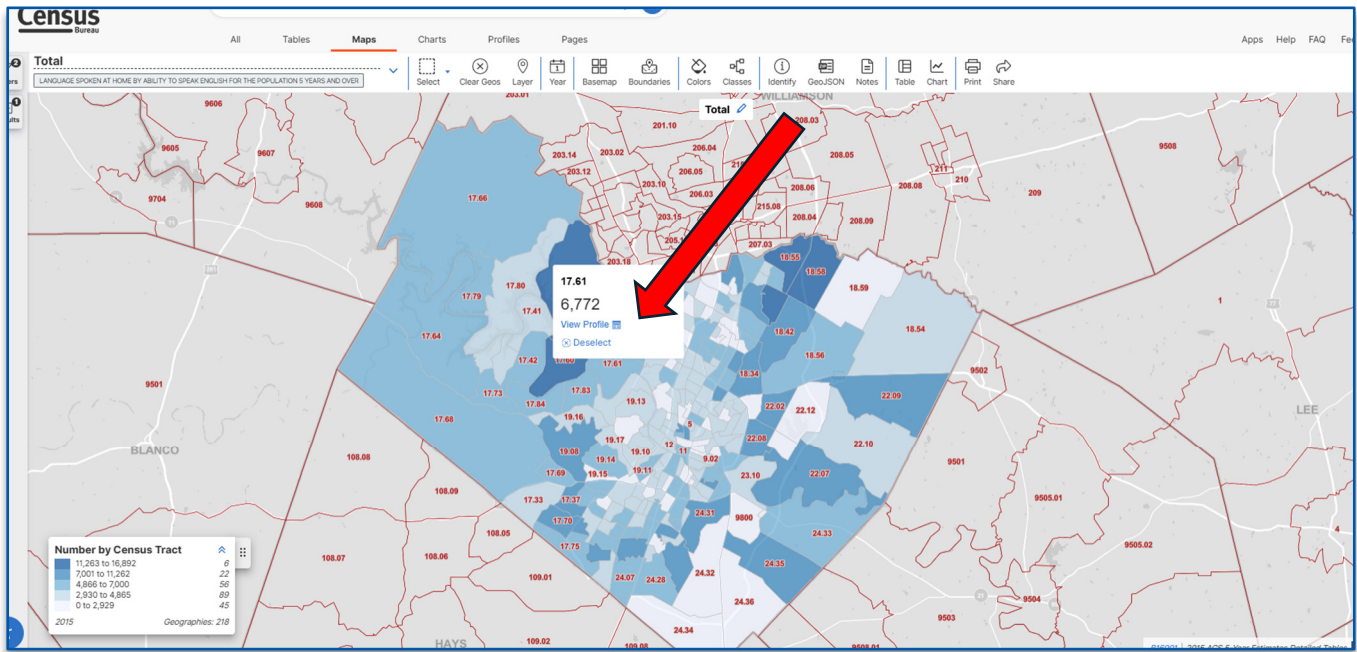
8) The Profile shows numerous data sets that will provide a comprehensive view of population in that tract. The Profile includes data on employment, education, household characteristics, and more. Note that this information is not required for Title VI compliance purposes but can be helpful when conducting public outreach.

9) The profile view shows summary numbers and graphs. Additionally, each data set includes a hyperlink to the table where that data came from. You can then click on this link to get detailed information about that topic.